

Step 1

Understand what is it you are trying to that requires an Upside/Downside Process Quiet Time-enabled focus?

- What is the immediate upside benefit?
- What is the immediate downside risk?

Step 2

Understand what is it about the decision that confuses or challenges you?

Step 3

Analyze, once the decision is made, how do you actualize/operationalize that decision in such a way that discomfort, let alone risk, is mitigated?

Do you create a contingency plan (Plan B)?

Step 4

Decide by when must that decision be made?

By when will the effects of that decision be concluded? Remember that decision making action plans, without deadlines, are akin to procrastination.

Step 5

Decide how much of that decision has to be made immediately? How much can be deferred?